

## JOB DESCRIPTION

<b>Role Title:</b>	Site Manager	<b>Location:</b>	London Office / Sites
<b>Department:</b>	Project Team		
<b>Reports to:</b>	Project Manager/ Director	<b>Direct Reports:</b>	None

<b>Role Overview:</b>	You are responsible for managing the day-to-day operations on site.
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Planning and managing the day to day programme of work.</li> <li>• Ensure you are briefed in detail at the start of the project and issued with an up to date programme, scope of works, procurement schedule, drawings and schedules via the Project Manager – If in doubt ask!</li> <li>• Ensure all site works and activities are as per a competent design, in line with regulatory compliance/standards and installed in line with the customers' expectations.</li> <li>• Achieve Client Satisfaction through successful delivery of a project.</li> <li>• Ensure that we achieve the quality we have promised/undertaken to deliver.</li> <li>• RAMS are in place and signed by the relevant operatives prior to commencing on site.</li> <li>• Manage and liaise with all subcontractors to ensure they comply with the TMJ programme and delivery expectations. <ul style="list-style-type: none"> <li>○ Liaising regarding deliveries and any site requirements. Follow the 'site process' for all deliveries to site.</li> <li>○ Details and sequences have been coordinated with relevant trades</li> <li>○ Oversee all operatives on site have signed in and out daily.</li> <li>○ Issue instructions and follow up receipt from the main contractor for all additional works.</li> <li>○ TMJ site subcontractors are issued with the TMJ programme via the PM.</li> <li>○ Manage all site labour resources and subcontractors working to achieve programme deadlines.</li> <li>○ Ensure all works, details and sequences are coordinated on site with relevant sub-contractors.</li> </ul> </li> <li>• Work closely with your contact with the main contractor, Architects, and any other project consultants to ensure a good working relationship.</li> <li>• Be aware of the financial implications of any requests made outside the scope of our works and ensure that the Finance Manager responsible for your job is informed in order that an instruction can be issued.</li> <li>• Liaise with your Project Manager on a day to day basis <ul style="list-style-type: none"> <li>– Keeping informed of any delays on site and that the correct correspondence is issued to the main contractor confirming this.</li> <li>– Track, monitor and report any delays internally and externally that impose risk to project programme.</li> <li>– Advising of all relevant information for inclusion within the Weekly Trade Contractor Report and if required, assist the PM by producing this report.</li> <li>– Evaluate the TMJ programme against progress on a regular basis together</li> </ul> </li> </ul>

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- Review all variations issued with the PM & FM to ensure they are incorporated within the TMJ programme.
- Identify any potential costs through delay on site with the PM & FM to enable the main contractor to be advised.
- Consult with the Projects Manager and keep him informed of any issues.
- Detail and effectively manage all snagging works during and at the end of the contract/project to achieve a successful close out.
- Compliance by you and your projects team with all Company Quality, Health & Safety and Environmental regulations and procedures.
- Working to the high level of quality expected within the Department.
- Ensure that the 'TMJ Rules and guidelines to site surveys' are complied with whenever site surveys are undertaken. This may also involve assisting members of the design team whilst on site.
- Keep a daily diary of site activities and complete all relevant paperwork within the site file as required.
- Liaise with the Production Manager to ensure that suffix numbers are delivered to site in line with the TMJ programme.
- Record and issue temperature, relative humidity and moisture content as per the TMJ template on a weekly basis whenever necessary to the main contractor.
- Take site progress photographs of all work areas on a weekly basis as a minimum.
- Work closely with TMJ Project Manager and Design Manager to develop and issue Inspection Test Plans prior to site works commencing.
- Any other duties the Company may ask you to perform

### Responsibilities

- Ensure you are briefed in detail at the start of the project and issued with an up to date programme, scope of works, procurement schedule, drawings and schedules via the Project Manager – If in doubt ask!
- Ensure that the 'TMJ Rules and guidelines to site surveys' are complied with whenever site surveys are undertaken. This may also involve assisting members of the design team whilst on site.
- Ensure RAMS are in place and signed by the relevant operatives prior to any works commencing on site.
- Ensure all relevant paperwork within the site file is completed as required.
- Liaise with the Production Manager to ensure that suffix numbers are delivered to site in line with the TMJ programme.
- Ensure that you comply with the 'site process' for all deliveries to site.
- Review TMJ programme against progress on a regular basis with the Project Manager.
- Review all variations issued with the PM & FM to ensure they are incorporated within the TMJ programme.
- Identify any potential costs through delay on site with the PM & FM to enable the main contractor to be advised.
- Ensure instructions are issued/received from the main contractor for all additional works.
- Ensure the PM is advised of all relevant information for inclusion within the

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	<p>Weekly Trade Contractor Report and if required, assist the PM by producing this report.</p> <ul style="list-style-type: none"> <li>• Ensure the Project Manager is informed of any delays on site and that the correct correspondence is issued to the main contractor confirming this.</li> <li>• Record and issue temperature, relative humidity and moisture content as per the TMJ template on a weekly basis whenever necessary to the main contractor.</li> <li>• Take site progress photographs of all work areas on a weekly basis as a minimum.</li> <li>• Manage and liaise with all subcontractors to ensure they comply with the TMJ programme.</li> <li>• Ensure TMJ site subcontractors are issued with the TMJ programme via the PM.</li> <li>• Work closely with your contact with the main contractor to ensure a good working relationship.</li> <li>• Ensure that we achieve the quality we have promised/undertaken to deliver.</li> <li>• Ensure all site labour resources and subcontractors are managed to achieve programme deadlines.</li> <li>• Ensure all site operations comply with all Health &amp; Safety and Environmental regulations.</li> <li>• Ensure all site operations comply with all Company Quality Procedures.</li> <li>• Ensure that all snagging works are adequately recorded and managed during and up to completion of the project to achieve a successful close out.</li> <li>• Liaise with the Projects Manager and keep him informed of any issues.</li> <li>• Achieve Client Satisfaction through successful delivery of a project.</li> </ul>		
<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Experience of leading effective teams</li> <li>• Versatility to adapt and change to varying challenges</li> <li>• Good time management and time keeping</li> <li>• Ability to prioritize workload and deal with busy deadlines</li> </ul>		
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• First Aider</li> <li>• Fire Marshall</li> <li>• Previous Site Manager Experience</li> <li>• Industry exposure and knowledge</li> </ul>		
<b>Qualifications: (Desirable to do the job)</b>	<ul style="list-style-type: none"> <li>• CSCS Card - Gold</li> <li>• SMSTS</li> <li>• IPAF for Managers</li> <li>• PASMA</li> </ul>		
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• Project Director &amp; Project Manager</li> <li>• QuESH Team</li> <li>• Workshop Teams – All</li> <li>• All internal Teams – Finance, Business Development, HR, Training, Procurement, Scheduling, Surveying, Estimating, Design Team</li> </ul>		
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Main Contractor</li> <li>• Architects</li> <li>• Project Consultants</li> <li>• Sub- contractors</li> </ul>		
<b>Prepared By:</b>		<b>Date:</b>	25.04.2022